



**2019-2020
South Dakota Tobacco Control Program
Disparities Grant**

Catalyst120 Walkthrough

APPLICATION DEADLINE: March 1, 2019 @ 5 pm Central Time

Catalyst120 is hosted by the SHPR Group. Technical Assistance for Catalyst120 is provided through the Catalyst120 Help Center (<https://secure.catalyst120.com/UIPages/Public/HelpCenter.aspx>), email (support@catalyst120.com), or by phone (770.935.0958).



For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

SD TCP Disparities Grant Application Timeline

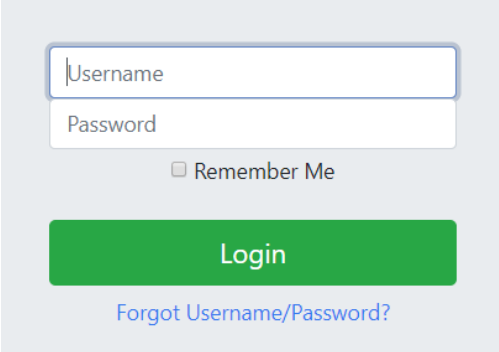
2019-2020

February 1, 2019	Grant Application Release
February 6, 2019 February 8, 2019	Deadline for first submission of TA requests. Call at 10am CT with posted document following.
February 13, 2019 February 15, 2020	Deadline for second submission of TA requests. Call at 11am CT with posted document following.
March 1, 2019	<u>Submission Deadline for Application</u> Grant applications must be submitted and finalized within Catalyst120 by 5:00 p.m. Central Time.
March 29, 2019	<u>Tentative Award Notification</u> Applicants will be notified of funding decisions by email.
April 26, 2019	Grant awards must be accepted by the grantee within Catalyst120 by 5:00 p.m. Central Time.
June 1, 2019 - May 1, 2020	<u>Grant Funding Cycle</u> All grant funds must be expended during this time.
May 31, 2020	<u>Final Reports Due</u>

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

How to Access Catalyst120

1. Open web browser. Make sure your browser is the most recent version. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst120.
2. Go to <https://secure.catalyst120.com/>
3. Enter your username and password. Click “Login” to log into Catalyst120, as shown below.

A screenshot of the Catalyst120 login interface. It features a light gray background with a white login box. Inside the box, there are two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember Me'. A prominent green 'Login' button is centered below the checkbox. At the bottom of the login box, there is a blue link that reads 'Forgot Username/Password?'.

If you are a new applicant and/or do not have a Username and Password for Catalyst120, email DOH.info@state.sd.us with the subject line “Tobacco Grant Log-In” and include the following information in the body of your email:

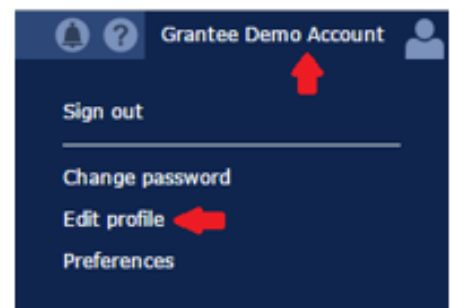
- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

After the information is received, DOH Info will send you an email with your Catalyst120 username and temporary password with instructions on how to change your temporary password. If you do not receive this information within one business day, please contact DOH.info@state.sd.us.

Edit Profile/Organization Information

Once you have logged into Catalyst120, you will need to update your organization information and contact information.

1. Click on your name next to the symbol of a person in the upper right corner of the page on the Function Bar and click “Edit Profile.”



For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

2. Organization Information: Update all your organization fields and click the “Save” button. Please complete as much as possible. **Note: This will update the information across all of Catalyst120 for your organization, NOT your personal information.**
3. Contacts: Update or add a new contact to include your personal information.
 - a. Add Contact: Click “Add New Contact,” complete the information for the grant facilitator and fiscal agent, and click the blue checkmark to save.
 - b. Update Contact: Click pencil to edit your contact information, and click the blue checkmark to save.

Organization Contacts

+ Add New Contact
←

		Contact Type	First Name	Last Name	
▶	✎	Administration	Betty	Smith	×

+ Add New Contact

Adding the Grant Application

1. You are automatically directed to your Organization Landing Page. By default, plans in the Implementation phase are shown in your Navigation Tree on the left. If there are not any plans shown, then you do not have any plans currently in the Implementation Phase.

What type of plans do you want to view? ⓘ

☐ Application

☐ Archive

☒ Implementation

☐ Review

Organization Summary

- > Chronic Disease Clinical Indicators Plan
- > Coordinated Chronic Disease State Plan

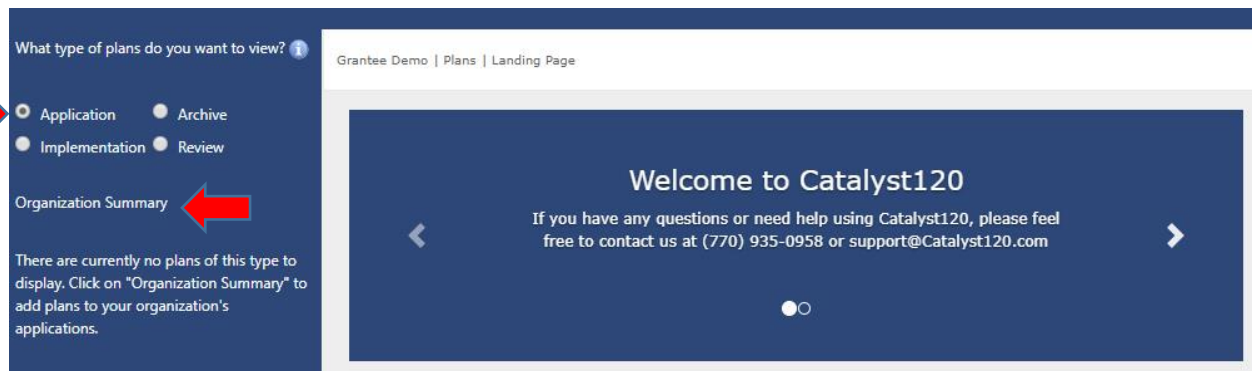
Welcome to Catalyst120


If you have any questions or need help using Catalyst120, please feel free to contact us at (770) 935-0958 or support@catalyst120.com

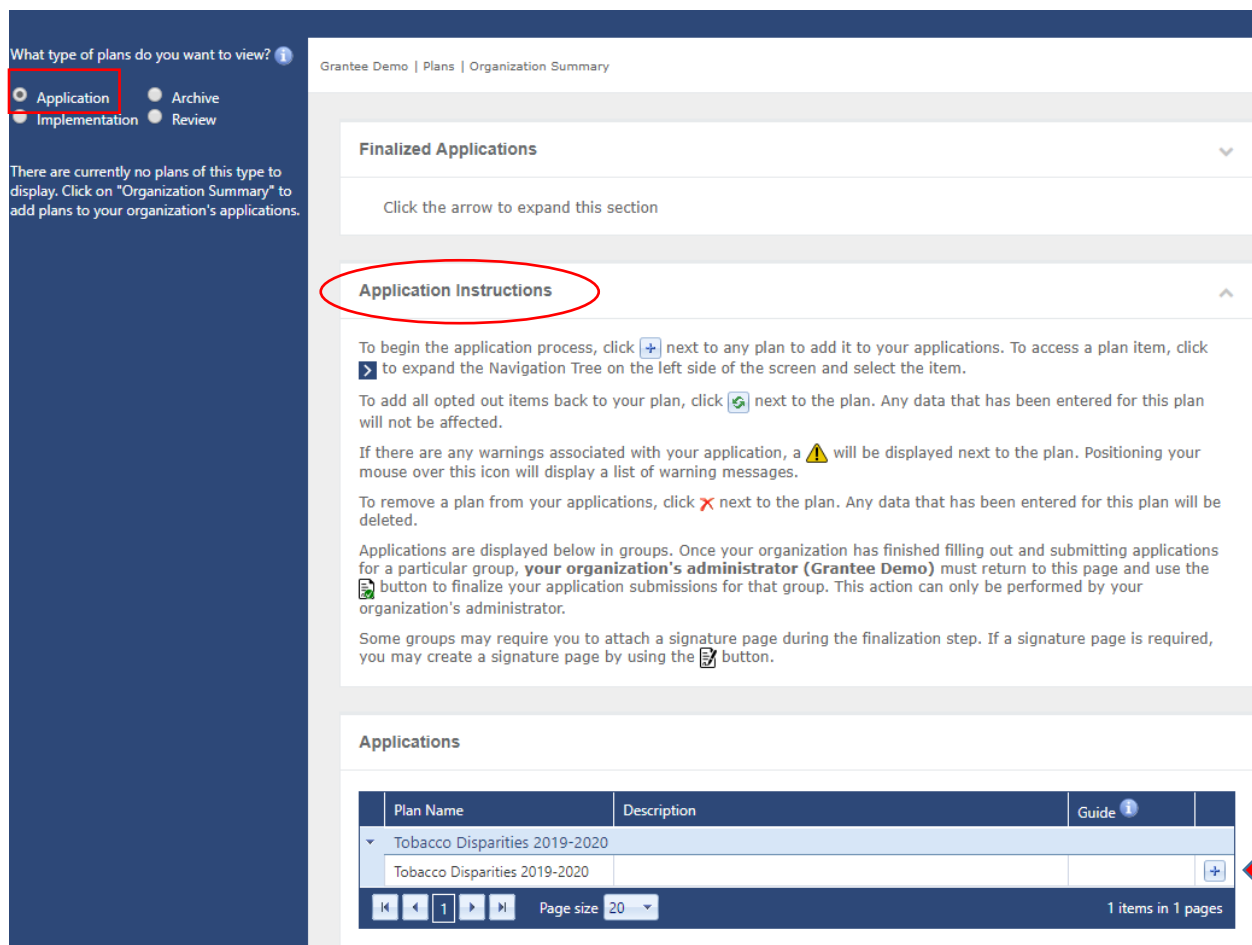
←→

2. Select the “Application Phase” radio button. All applications that are currently being applied for will appear in the Navigation Tree. To add a new application, click on the “Organization Summary” link to access the available applications.




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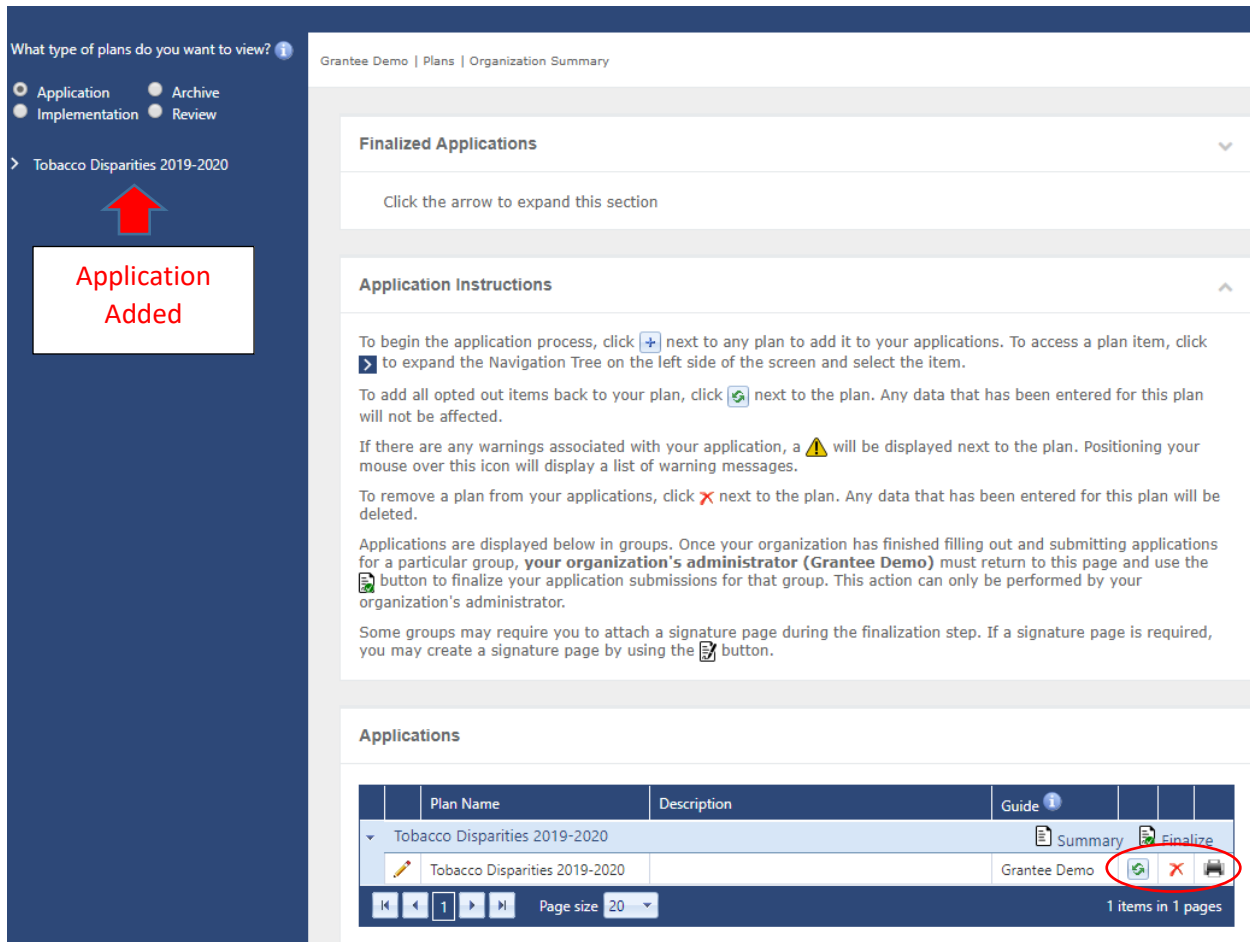



3. On the Organization Summary Page, you can add applications to your organization. Please make sure you read the Application Instructions, as they provide guidance for the Application Section.
4. The Application Section is where all the available applications are listed. To add a new application, click the “Add to Application”  button. The application will appear in the Navigation Tree on the left side of the page.



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5. Plans you have selected to apply for have the “Reset Application” button , “Abandon Application” button  and the “Print” button .



What type of plans do you want to view? 

Application Implementation Archive Review

> Tobacco Disparities 2019-2020



Application Added


Grantee Demo | Plans | Organization Summary


Finalized Applications


Click the arrow to expand this section


Application Instructions


To begin the application process, click  next to any plan to add it to your applications. To access a plan item, click  to expand the Navigation Tree on the left side of the screen and select the item.

To add all opted out items back to your plan, click  next to the plan. Any data that has been entered for this plan will not be affected.








If there are any warnings associated with your application, a  will be displayed next to the plan. Positioning your mouse over this icon will display a list of warning messages.

To remove a plan from your applications, click  next to the plan. Any data that has been entered for this plan will be deleted.

Applications are displayed below in groups. Once your organization has finished filling out and submitting applications for a particular group, **your organization's administrator (Grantee Demo)** must return to this page and use the  button to finalize your application submissions for that group. This action can only be performed by your organization's administrator.

Some groups may require you to attach a signature page during the finalization step. If a signature page is required, you may create a signature page by using the  button.

Applications

	Plan Name	Description	Guide 		
▼	Tobacco Disparities 2019-2020		Summary 	Finalize 	
	 Tobacco Disparities 2019-2020		Grantee Demo	  	

Page size: 20

1 items in 1 pages

Steps to Completing your Application

Once you have selected the Tobacco Disparities 2019-2020 plan to apply for, you will need to take the following three steps before submitting and finalizing the application.

Step 1 - Build your application

Step 2 - Provide responses to all items in the Catalyst120 Online Application Form

Step 3 - Download and complete Budget Worksheet

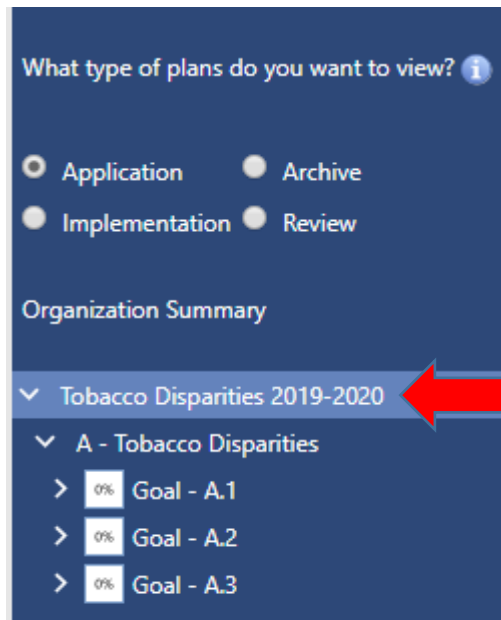
Step 4 - Download and complete Performance Measure Template

Step 5 - Attach all Required Supporting Information and Budget Worksheet

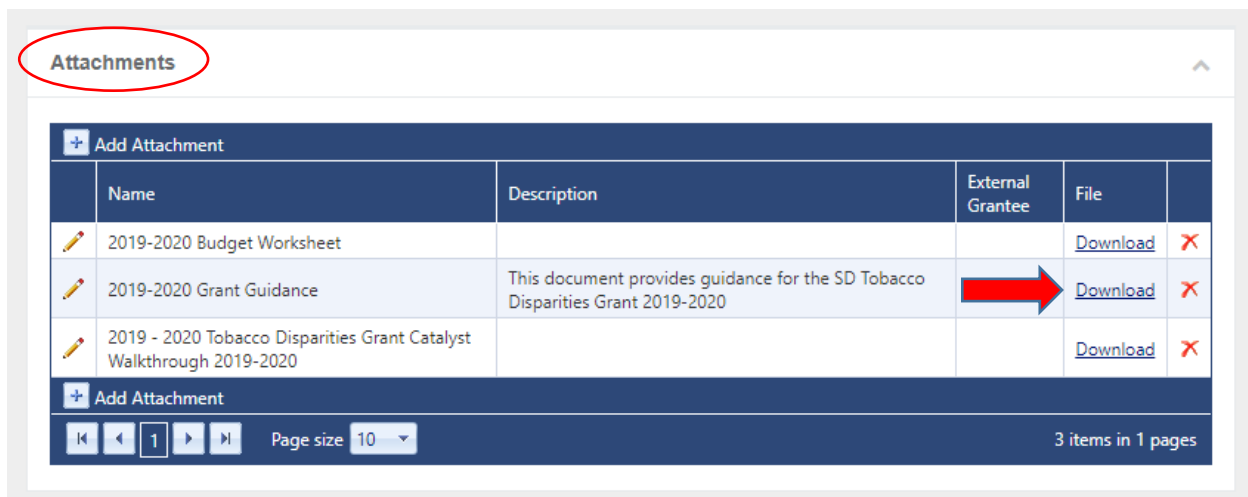
Guidance for your application can be found on the “Plans Detail Page” under the Attachment Section and at <http://doh.sd.gov/prevention/tobacco/disparitiesgrants.aspx>.

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



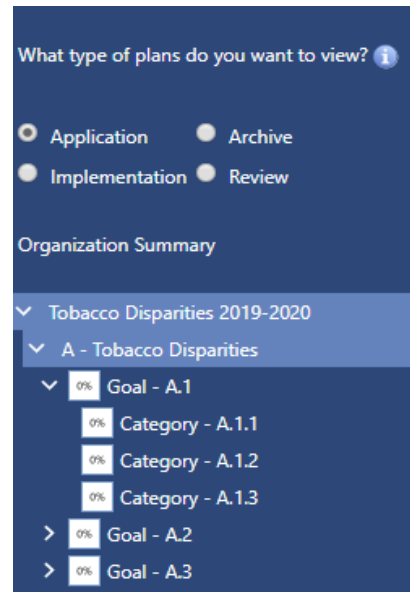
2. Scroll down to the “Attachment Section” and click the “Download” to view the guidance.




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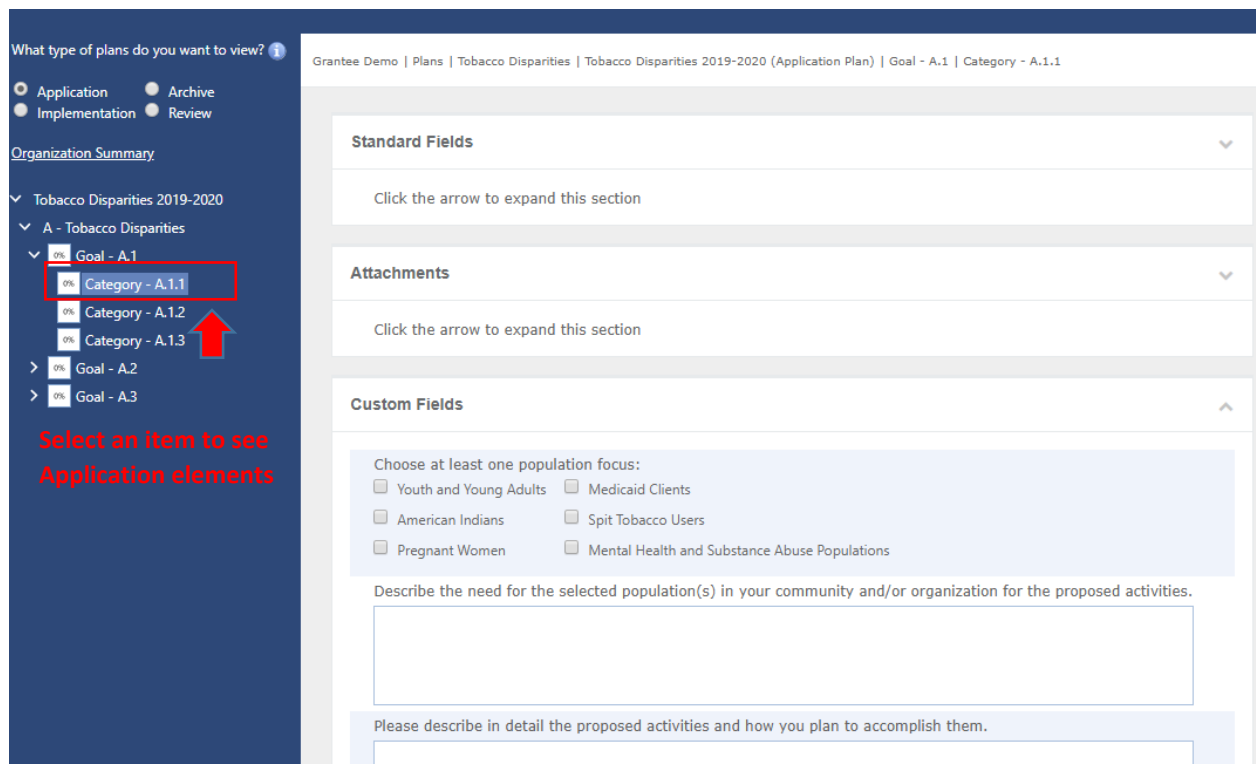
Step 1 - Build your Application

The application contains three Goal Areas: Prevention, Cessation, and Secondhand Smoke. Within each Goal Area, there are three Categories under which you can plan activities: Policy, Education, and Interventions. You must select at least one Category, within at least one Goal Area. For more clarification, see the Application Guidelines in the “Tobacco Disparities Grant Guidance 2019-2020”. When you select a Goal Area, you must then select at least one of the Categories to work on.



To begin building your application, follow the process below.


1. You can expand the items in your navigation tree by clicking . By expanding the items, you will be able to see all items of the application/plan. Clicking on the item will allow you to see elements of that item for the application on the right-hand side of the screen, as shown below.

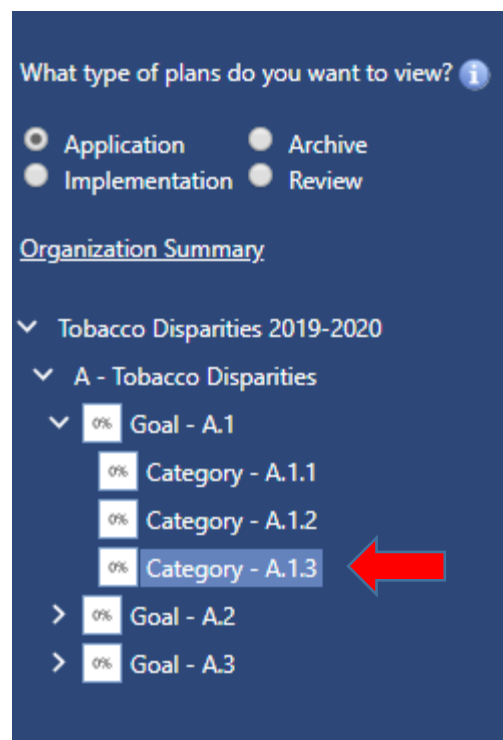


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Opting Out

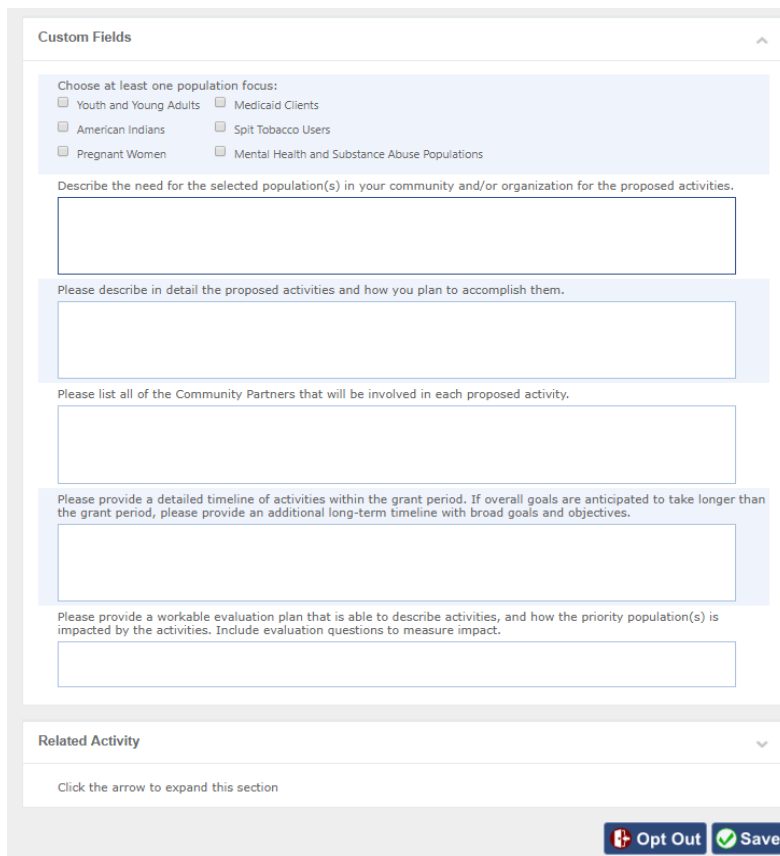
For those Goal Areas and/or Categories that you do NOT wish to work on, you may choose to “Opt Out” to remove the Goal Area/Category from your application.

1. After you have reviewed the application, click on the Goal Area or Category in the Navigation Tree you **DO NOT** want to include in your application.
2. To remove a Goal Area or Category from your application, click on the  **Opt Out** button on the bottom right hand side of screen. **Note: Make sure you have selected the correct Goal Area or Category you wish to remove from your application.** If you need to restore items that you “Opt Out” of, click the refresh button on the Organization Summary Page.
3. Once you have opted out of the Goal Areas or Categories you **DO NOT** wish to include in your application you are ready to move to the next step.



Step 2 - Providing Responses to Items

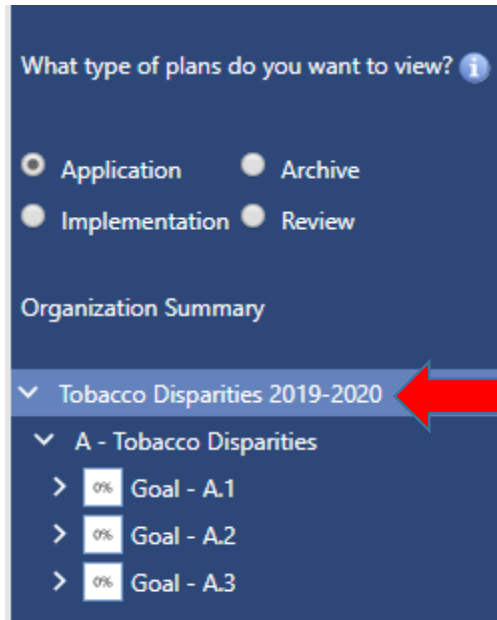
1. Elements that the applicant/grantee will need to complete will be provided in the Grant Guidance supplied by the Tobacco Control Program. Type in any information that is requested in the Custom Fields section. Make sure you complete all the fields for your application. Click “Save” at the bottom of the item every time a change is made. **Note: You are able to save your responses and return later to edit your response.**



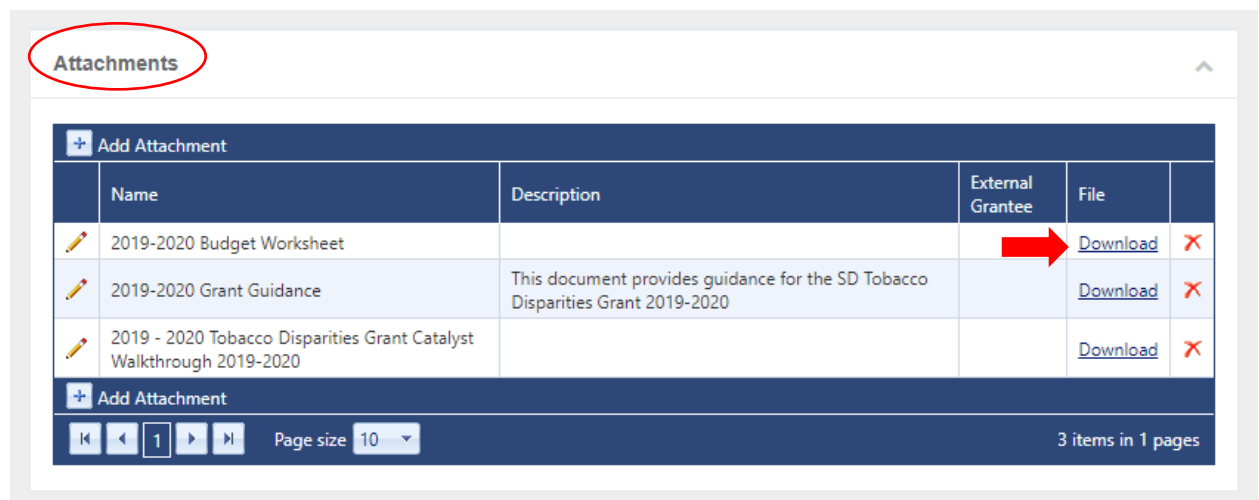
For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

Step 3 - Complete a Budget

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



2. Scroll down to the “Attachment” section and click the “Download” to access the excel Budget Worksheet. **YOU WILL NOT BE USING THE BUDGET SECTION BUILT INTO CATALYST120. PLEASE DOWNLOAD THE EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION.**



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3. Complete the Budget Worksheet in excel using the guidelines found below and in the Disparities Grant Guidance.
 - a. Funding Type: Please organize your budget line items by **salary, supplies, travel** or **other**. Each category may be used multiple times.
 - Include stipend under the **Salary** category. Provide detailed justification for stipend requested. If salary exceeds 50% of the requested funds, please provide additional detailed justification.
 - All costs related to proposed activities, such as supplies, promotion, media, etc. should be requested using the **Supplies** category.
 - Travel expenses related to the Spring Tobacco Control Institute will be reimbursed directly by the Tobacco Control Program and should not be included in your budget request.
 - b. Category Number: This number should relate directly to the Activity Narrative and detail the Goal and Category where expenses are taking place.
 - c. Activity Name/Description of Cost: Applicants must provide sufficient budget narrative to justify costs to achieve proposed activities. **This is your funding justification so please provide detail.**
 - d. Funds Requested may not exceed a total of \$25,000.
 - e. In-kind Contributions are not required for this grant but may be included if they clarify budget requests.
 - f. Ancillary Costs may not take up more than 10% of the proposed budget. Use of ancillary funds can include meeting expenses and educational incentive items.

NOTE: Please create a separate budget line for each expense (i.e. Salary, Supplies) within each proposed activity.

4. Save your budget worksheet using the title "<Organization Name> Budget Worksheet"
5. Follow Step 4 to re-upload your completed Budget Worksheet in the "Attachment" section

Step 4 – Complete Performance Measures

1. External Grantees can download the template by clicking the link pointed to by arrow A. Add annual goals to each performance measure in the downloaded template.
2. Upload the completed template at the file uploader pointed to by arrow B.
3. Once uploaded the data will be reflected in the Dashboard pointed to by arrow C.

The screenshot displays the Catalyst120 dashboard interface. On the left is a navigation sidebar with a blue header and white text. The main content area is white with a blue header. The sidebar includes a search bar, a 'What type of plans do you want to view?' dropdown, and a list of organizations. The main content area is divided into three sections: Budget, Financial Status Reports, and Performance Measures. The Performance Measures section contains a text block, a 'Select' button, and a list of performance measure data items. Red arrows labeled A, B, and C point to specific elements: A points to the 'template' link, B points to the 'Select' button, and C points to the 'Performance Measure 1 Data' item.

What type of plans do you want to view? ⓘ

- Application
- Archive
- Implementation
- Review

Organization Summary

- > South Dakota Community/School Partners
- ✓ Tobacco Disparities 2019-2020
 - > A - Tobacco Disparities

Budget

Short Description	Request	Match	Revenue
No records to display.			

Export Budget

Original Award Amount ⓘ \$22,000.00
This award was accepted by Joyce Glynn on 04/26/2018.

Financial Status Reports

+ Add Report

FSR #	Submitted		Report Period		Payer Total Expenditures		
	On	By	Start	End	Award	Match	Revenue
No records to display.							

+ Add Report

Performance Measures

Performance measures are calculated based upon the completion of the following [template](#). Please download the template and complete the requisite fields outlined in the instructions, and upload the completed template below on a quarterly basis. Any existing data may be overwritten with each upload.

- ☐ Performance Measure 1 Data
- ☐ Performance Measure 2 Data
- ☐ Performance Measure 3 Data
- ☐ Performance Measure 4 Data
- ☐ Performance Measure 5 Data

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Example of Performance Measure 1 After Uploaded

What type of plans do you want to view? ?

● Application
● Archive

● Implementation
● Review

Organization Summary

- > South Dakota Community/School Partners
- ✓ Tobacco Disparities 2019-2020
 - > A - Tobacco Disparities

Performance Measures ^

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Select

☐ Performance Measure 1 Data

PM 1 Outreach: Count of Outreach Activities		
Period	Indicator	Results
▼ Period: Q1		
Q1	1.1 Training	29 (25%)
Q1	1.2 Educational Presentation	38 (15%)
Q1	1.3 Event Presence	14 (10%)
▼ Period: Q2		
Q2	1.1 Training	20 (10%)
Q2	1.2 Educational Presentation	84 (35%)
Q2	1.3 Event Presence	8 (5%)
▼ Period: Q3		
Q3	1.1 Training	114 (48%)
Q3	1.2 Educational Presentation	42 (16%)
Q3	1.3 Event Presence	15 (12%)
▼ Period: Q4		
Q4	1.1 Training	90 (38%)
Q4	1.2 Educational Presentation	25 (20%)
Q4	1.3 Event Presence	15 (18%)
▼ Period: Year Performance		
Year Performance	1.1 Training	163 (83%)
Year Performance	1.2 Educational Presentation	164 (66%)
Year Performance	1.3 Event Presence	37 (27%)

☐ Performance Measure 2 Data

☐ Performance Measure 3 Data

☐ Performance Measure 4 Data

☐ Performance Measure 5 Data

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Example of Performance Measure 2 After Uploaded

● Application ● Archive
● Implementation ● Review

Organization Summary

> South Dakota Community/School Partners

▼ Tobacco Disparities 2019-2020

> A - Tobacco Disparities

Financial Status Reports

[Add Report](#)

FSR #	Submitted		Report Period		Payer Total Expenditures		
	On	By	Start	End	Award	Match	Revenue
No records to display.							

[Add Report](#)

Performance Measures

Performance measures are calculated based upon the completion of the following [template](#). Please download the template and complete the requisite fields outlined in the instructions, and upload the completed template below on a quarterly basis. Any existing data may be overwritten with each upload.

[Select](#)

☒ Performance Measure 1 Data

☒ Performance Measure 2 Data

PM 2 Outreach: Count of Outreach Activities by Priority Population						
Period	Priority Population and Respective Results					
	Youth and Young adults	Pregnant women	Spit Tobacco Users	American Indians	Medicaid Clients	Mental Health and Substance Abuse
Q1	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q2	41 (26%)	14 (8%)	48 (22%)	39 (17%)	18 (25%)	33 (29%)
Q3	29 (18%)	27 (16%)	37 (17%)	44 (20%)	22 (32%)	40 (33%)
Q4	25 (17%)	19 (12%)	51 (23%)	41 (19%)	19 (27%)	29 (27%)
Year Performance	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)

☒ Performance Measure 3 Data

☒ Performance Measure 4 Data

☒ Performance Measure 5 Data

Example of Performance Measure 3 After Uploaded

What type of plans do you want to view? [?](#)

● Application ● Archive
● Implementation ● Review

Organization Summary

> South Dakota Community/School Partners

▼ Tobacco Disparities 2019-2020

> A - Tobacco Disparities

Performance Measures

Performance measures are calculated based upon the completion of the following [template](#). Please download the template and complete the requisite fields outlined in the instructions, and upload the completed template below on a quarterly basis. Any existing data may be overwritten with each upload.

[Select](#)

☒ Performance Measure 1 Data

☒ Performance Measure 2 Data

☒ Performance Measure 3 Data

Period [v](#)

PM 3 Targeted Resource Dissemination: Count of Resources given by Priority Population							
Period	Indicator	Priority Population and Respective Results					
		Youth and Young adults	Pregnant women	Spit Tobacco Users	American Indians	Medicaid Clients	Mental Health and Substance Abuse
▼ Period: Q1							
Q1	Prevention Messaging	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q1	Cessation Messaging: Quit Kits	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q1	Cessation Messaging: Other	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q1	Secondhand Smoke Messaging	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
▶ Period: Q2							
▶ Period: Q3							
▶ Period: Q4							
▼ Period: Year Performance							
Year Performance	Prevention Messaging	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)
Year Performance	Cessation Messaging: Quit Kits	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)
Year Performance	Cessation Messaging: Other	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)
Year Performance	Secondhand Smoke Messaging	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)

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| Page 14

Example of Performance Measure 4 After Uploaded

What type of plans do you want to view?

- Application
- Implementation
- Archive
- Review

Organization Summary

- South Dakota Community/School Partners
- Tobacco Disparities 2019-2020
 - A - Tobacco Disparities

Performance Measure 2 Data

Performance Measure 3 Data

Performance Measure 4 Data

PM 4 Media Posts: Count of Media Posts made broken down by Priority Population							
		Priority Population and Respective Results					
Period	Indicator	Youth and Young adults	Pregnant women	Spit Tobacco Users	American Indians	Medicaid Clients	Mental Health and Substance Abuse
Period: Q1							
Q1	Social Media	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q1	Radio	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q1	Print	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Period: Q2							
Q2	Social Media	41 (26%)	14 (8%)	48 (22%)	39 (17%)	18 (25%)	33 (29%)
Q2	Radio	41 (26%)	14 (8%)	48 (22%)	39 (17%)	18 (25%)	33 (29%)
Q2	Print	41 (26%)	14 (8%)	48 (22%)	39 (17%)	18 (25%)	33 (29%)
Period: Q3							
Q3	Social Media	29 (18%)	27 (16%)	37 (17%)	44 (20%)	22 (32%)	40 (33%)
Q3	Radio	29 (18%)	27 (16%)	37 (17%)	44 (20%)	22 (32%)	40 (33%)
Q3	Print	29 (18%)	27 (16%)	37 (17%)	44 (20%)	22 (32%)	40 (33%)
Period: Q4							
Q4	Social Media	25 (17%)	19 (12%)	51 (23%)	41 (19%)	19 (27%)	29 (27%)
Q4	Radio	25 (17%)	19 (12%)	51 (23%)	41 (19%)	19 (27%)	29 (27%)
Q4	Print	25 (17%)	19 (12%)	51 (23%)	41 (19%)	19 (27%)	29 (27%)
Period: Year Performance							
Year Performance	Social Media	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)
Year Performance	Radio	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)
Year Performance	Print	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)

Performance Measure 5 Data

Example of Performance Measure 5 After Uploaded

What type of plans do you want to view?

- Application
- Implementation
- Archive
- Review

Organization Summary

- South Dakota Community/School Partners
- Tobacco Disparities 2018-2019
 - A - Tobacco Disparities

Performance Measures

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Performance Measure 1 Data

Performance Measure 2 Data

Performance Measure 3 Data

Performance Measure 4 Data

Performance Measure 5 Data

PM 5 Policies: Count of Policies Passed or Strengthened by Priority Population							
		Priority Population and Respective Results					
Period	Indicator	Youth and Young adults	Pregnant women	Spit Tobacco Users	American Indians	Medicaid Clients	Mental Health and Substance Abuse
Period: Q1							
Q1	Passed	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Q1	Strengthened	45 (28%)	29 (16%)	42 (20%)	71 (30%)	11 (19%)	51 (41%)
Period: Q2							
Q2	Passed	41 (26%)	14 (8%)	48 (22%)	39 (17%)	18 (25%)	33 (29%)
Q2	Strengthened	41 (26%)	14 (8%)	48 (22%)	39 (17%)	18 (25%)	33 (29%)
Period: Q3							
Q3	Passed	29 (18%)	27 (16%)	37 (17%)	44 (20%)	22 (32%)	40 (33%)
Q3	Strengthened	29 (18%)	27 (16%)	37 (17%)	44 (20%)	22 (32%)	40 (33%)
Period: Q4							
Q4	Passed	25 (17%)	19 (12%)	51 (23%)	41 (19%)	19 (27%)	29 (27%)
Q4	Strengthened	25 (17%)	19 (12%)	51 (23%)	41 (19%)	19 (27%)	29 (27%)
Period: Year Performance							
Year Performance	Passed	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)
Year Performance	Strengthened	140 (89%)	89 (52%)	178 (82%)	195 (86%)	70 (103%)	153 (130%)

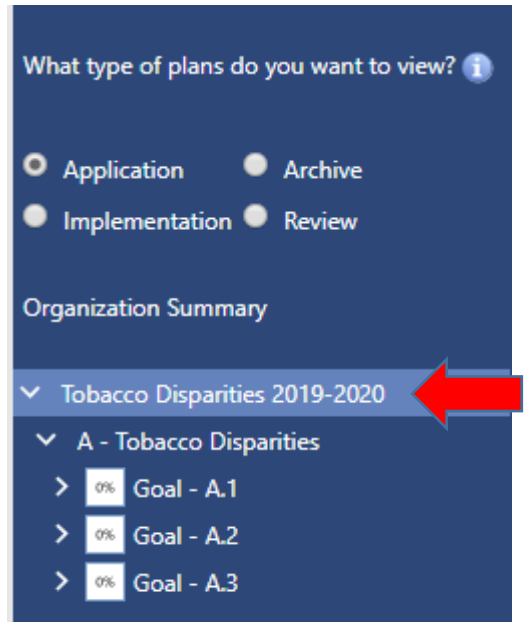
For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

Step 5 - Attachments: Required Supporting Information

All documents outlined in the “Required Supporting Information” section of the Disparities Grant Guidance, along with the completed budget worksheet, must be uploaded as PDFs into the “Attachments” section of the Catalyst120 Online Application.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.
2. Scroll down to the “Attachment” section and click “Add Attachment.”
3. Type in the Name and Description of the item to be attached. Click to select the document to upload and attach. When the document has been uploaded, click ☒ to save the attachment.

***If possible, please combine all documents into a single pdf before uploading.**



Attachments

Add Attachment

Name	Description	External Grantee	File
New Attachment - Add			
Name:	<input type="text"/>		
Description:	<input type="text"/>		
File:	<input type="text"/>		<input type="button" value="Select"/>
Visible to Ext. Grantees:	<input type="checkbox"/>		
<input checked="" type="checkbox"/> <input type="checkbox"/>			
2019-2020 Budget Worksheet			Download
2019-2020 Grant Guidance	This document provides guidance for the SD Tobacco Disparities Grant 2019-2020		Download
2019 - 2020 Tobacco Disparities Grant Catalyst Walkthrough 2019-2020			Download
Add Attachment			
Page size 10 3 items in 1 pages			

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

Review your application

Once you completed all steps, you should to review your entire application and each step to make sure your application is complete before you submit. The steps are listed again below.

Step 1 - Build your application

Step 2 - Provide responses to all items in the Catalyst120 Online Application Form

Step 3 - Download and complete excel Budget Worksheet

Step 4 - Download and complete Performance Measure Template

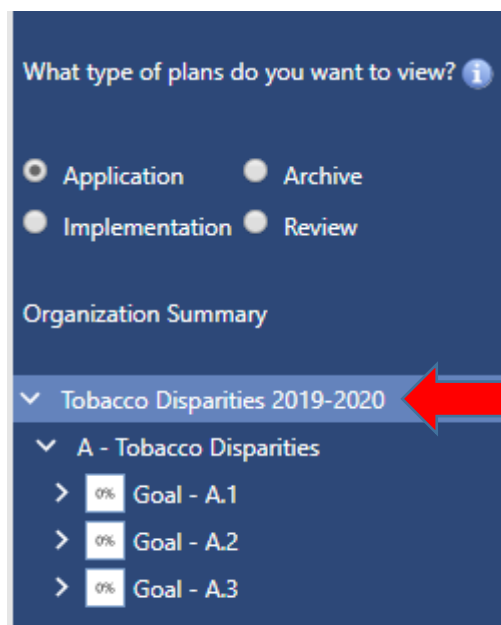
Step 5 - Attach all Required Supporting Information and Budget Worksheet

***Appendix A of the Grant Guidance also includes a comprehensive checklist of all required application components.**

Submit your application

After verifying that the application is complete according to Grant Guidance, the Vendor Administrator or the Application Guide for your organization can submit the application.

1. Click on the name of the application in the Navigation Tree to be directed to the "Plan Detail" Page.



2. Under the Submit Application section on the left side of your screen, carefully read the instructions. **Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget or attachments.**

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Submit Application
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Once you submit this application to your organization's administrator (Grantee Demo), you will no longer be able to modify it. Please verify that you have completed the following steps (if applicable) before submitting the application:

1. Provide responses to all items
2. Attach all requested documentation
3. Enter a budget

This application will be stamped with the following information:

Your Name: Grantee Demo
 Today's Date: 01/15/2019

By submitting this application, I am attesting that all of the information submitted is accurate and complete.

1. ☐ Check this box to agree to the above statements.

2. **Submit Application**

3. If you can attest that all the information in the application to be submitted is accurate and complete, check the box and click **Submit Application**. **Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget, or attachments.**

Finalize your application

Once you have submitted all the applications your program plans to apply for, the Vendor Administrator can finalize your applications. This is the final step in applying for the grant.

Note: Applications should not be finalized until ALL applications have been submitted. Finalizing is only done once and applies to all applications as a group and is not done individually.

1. Once you are ready to finalize your application, click the “Finalize” button.

Applications

	Plan Name	Description	Guide		
▼	Tobacco Disparities 2019-2020		Summary	Finalize	
	Tobacco Disparities 2019-2020		Grantee Demo		

1

Page size 20

1 items in 1 pages

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

2. The “Finalize Application” pop-up window will appear, as shown before. Carefully read the instructions.
3. Answer the Uniform Guidance single audit question.
4. Click the “Finalize application” button.

Finalize Applications

Instructions

This is the final step of submitting your Tobacco Disparities 2019-2020 applications to the funding agency.

Once you complete this step, you will no longer be able to modify any of these applications. Please verify that you have completed and submitted all of your applications before proceeding.

Please fill in the form below and then click the "Finalize Applications" button.

You are finalizing the following applications:

- Tobacco Disparities 2019-2020

This step will be stamped with the following information:

Your Name: Grantee Demo
Today's Date: 01/15/2019

Was your agency required to have a Uniform Guidance single audit completed in the prior calendar year? ⓘ

Finalize Applications

A message will appear confirming that your application was finalized and will be processed by SD Tobacco Control Program. You will still be able to view or print your application, budget and any attachments after the application is finalized, but will no longer be able to edit content or add attachments.

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.